101

PCOLS

INTERACTIVE TUTORIAL

Role: Resource Manager

How to Complete Your RM User Profile in AIM

TUTORIAL ICON LEGEND

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

The button will appear on many screens throughout this tutorial. Click on this button to view additional information.

Click the button to return

Clicking on an area highlighted by a red box will advance the tutorial to the next step.

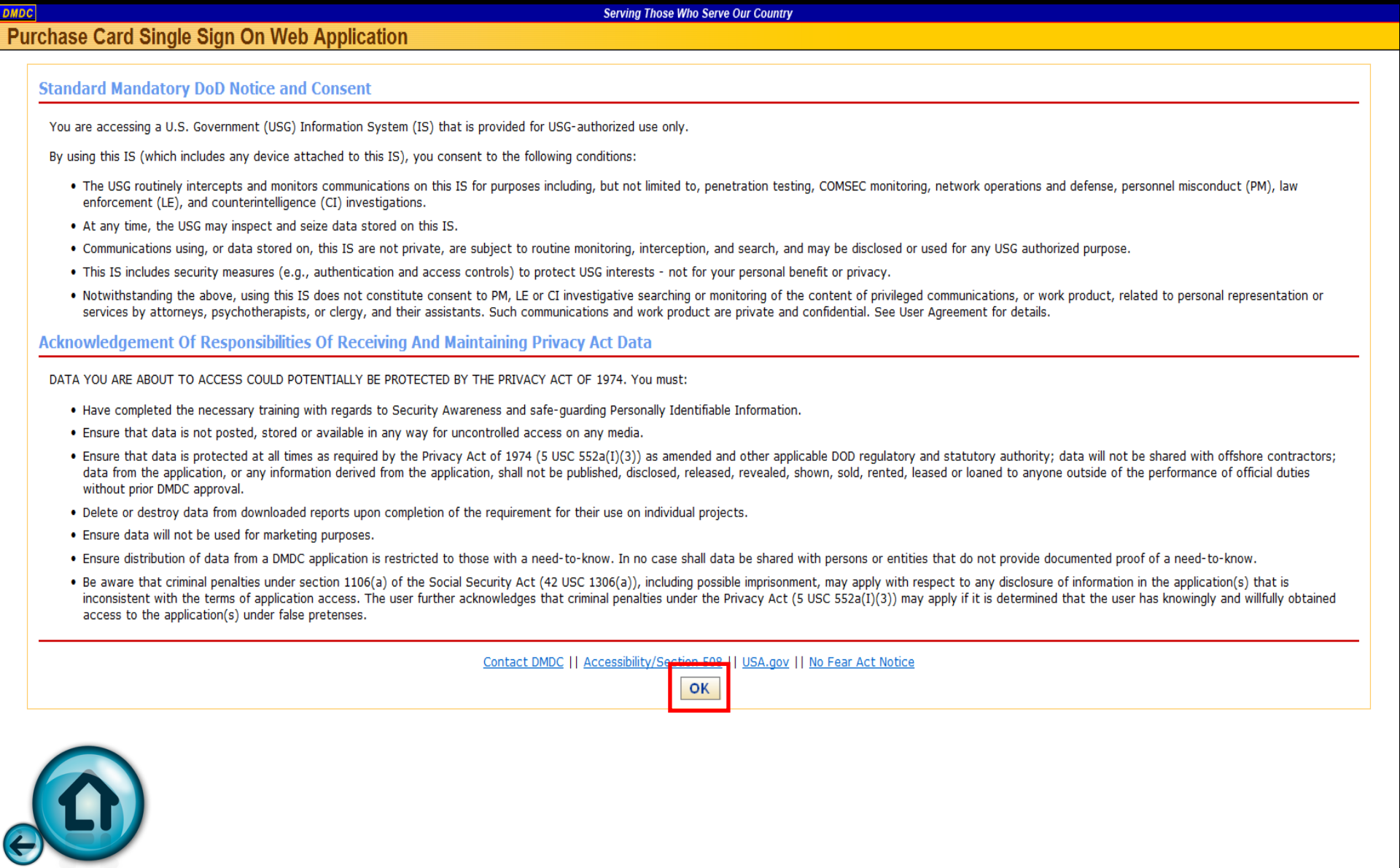
Scenario

A Resource Manager has recently been provisioned in EMMA, and redeemed their token. The following interactive tutorial will demonstrate the process of logging into PCOLS to complete the RM’s user Profile tab in AIM.

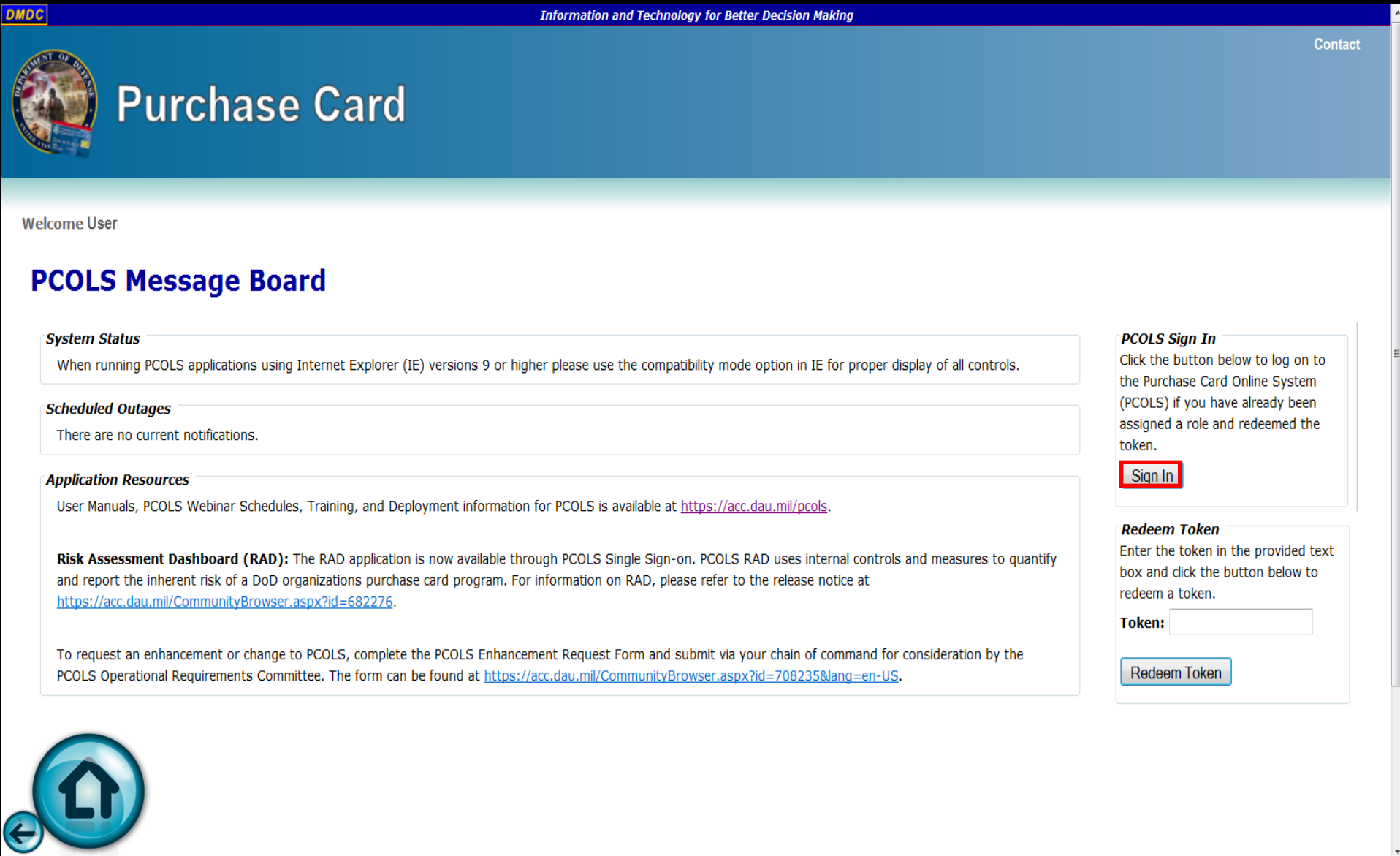
Click the link below to log in:

https://pki.dmdc.osd.mil/appj/pcols-web/

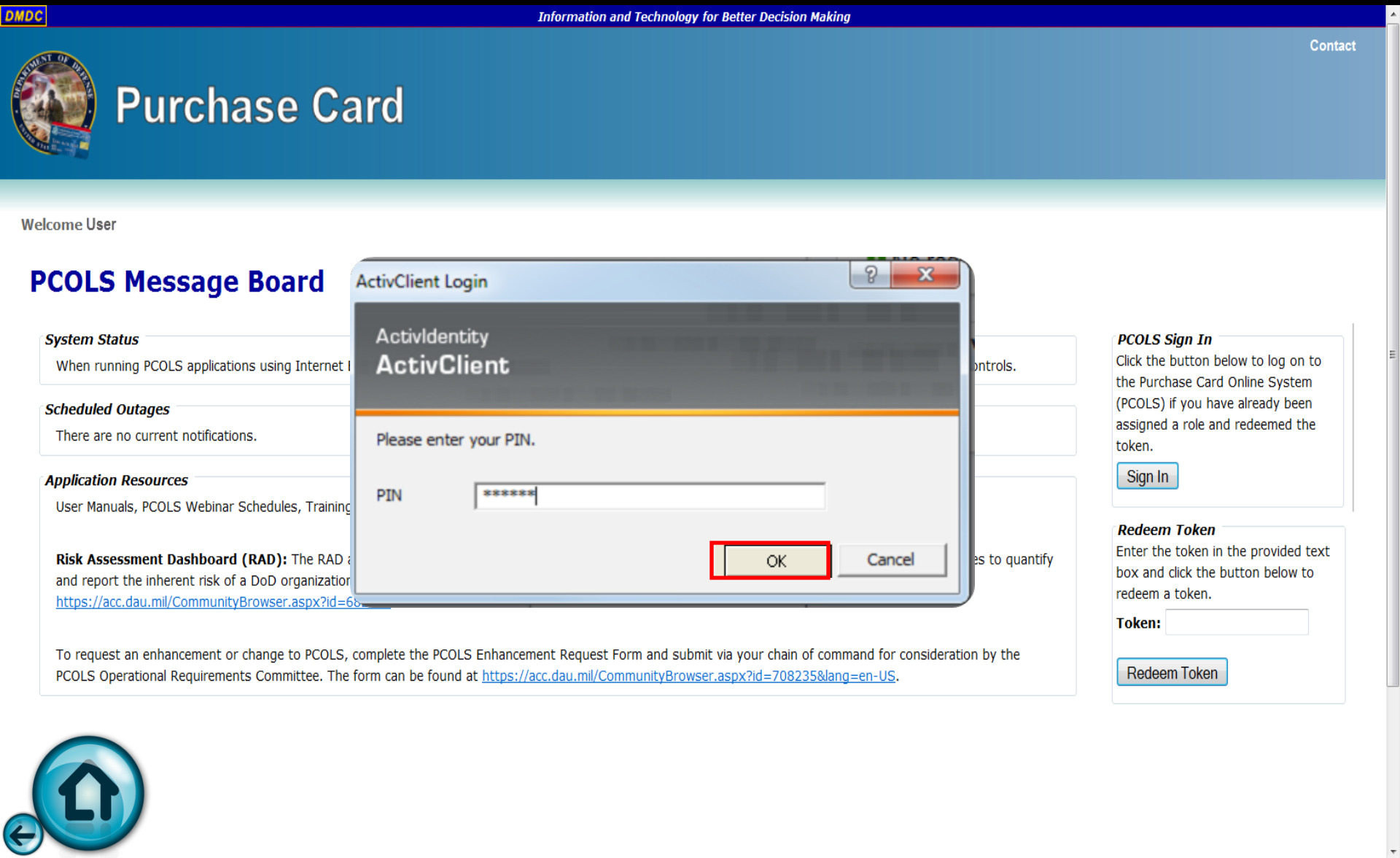
Click the “OK” button


DMDC
Serving Those Who Serve Our Country
Purchase Card Single Sign On Web Application
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
• The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
• At any time, the USG may inspect and seize data stored on this IS.
• Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
• This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
• Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data
DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:
• Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
• Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
• Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
• Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
• Ensure data will not be used for marketing purposes.
• Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
• Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.
Contact DMDC || Accessibility/Section 508 || USA.gov || No Fear Act Notice
OK

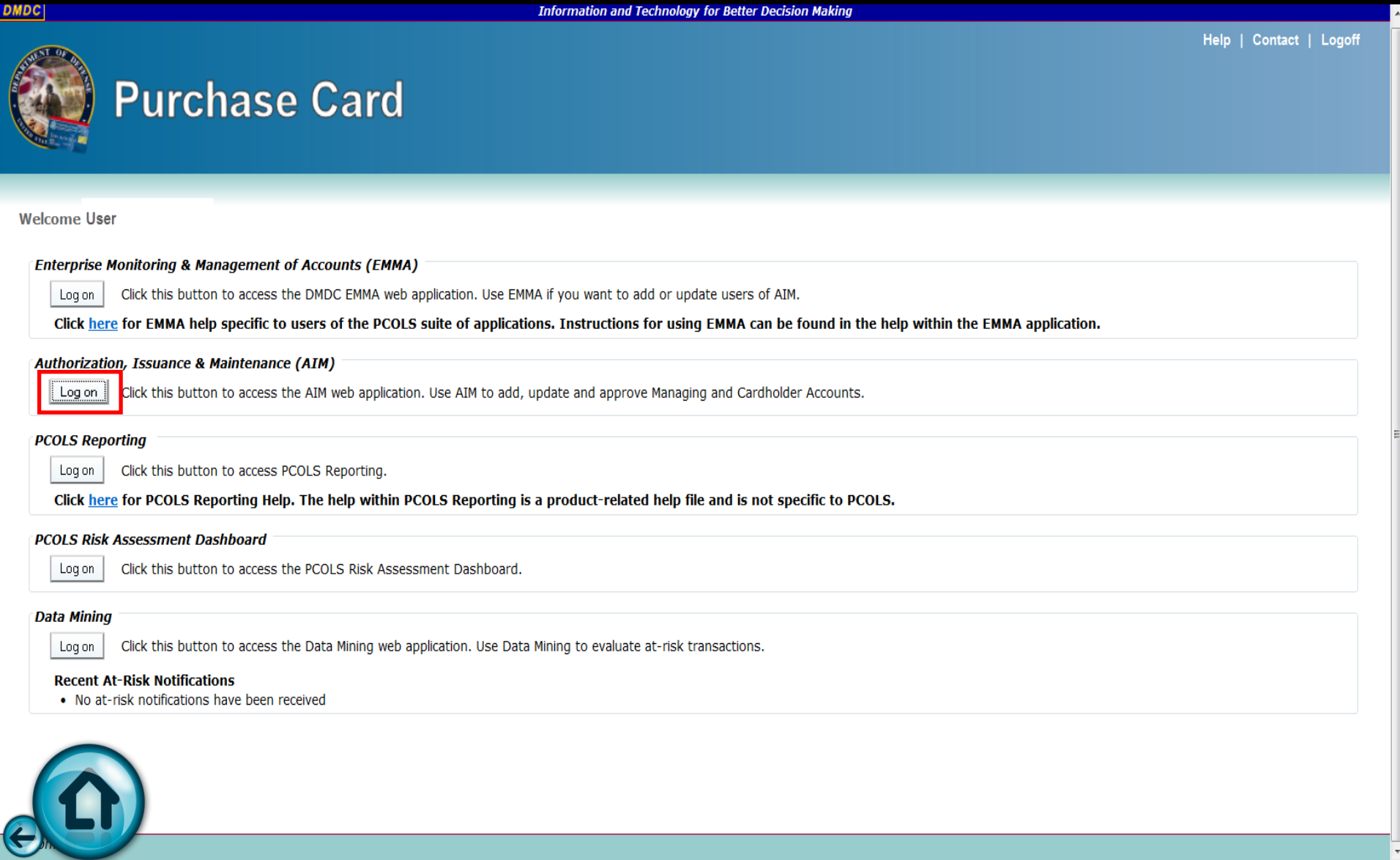
Click the “Sign In” button.


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Welcome User
PCOLS Message Board
System Status
When running PCOLS applications using Internet Explorer (IE) versions 9 or higher please use the compatibility mode option in IE for proper display of all controls.
Scheduled Outages
There are no current notifications.
Application Resources
User Manuals, PCOLS Webinar Schedules, Training, and Deployment information for PCOLS is available at https://acc.dau.mil/pcols.
Risk Assessment Dashboard (RAD): The RAD application is now available through PCOLS Single Sign-on. PCOLS RAD uses internal controls and measures to quantify and report the inherent risk of a DoD organizations purchase card program. For information on RAD, please refer to the release notice at https://acc.dau.mil/CommunityBrowser.aspx?id=682276.
To request an enhancement or change to PCOLS, complete the PCOLS Enhancement Request Form and submit via your chain of command for consideration by the PCOLS Operational Requirements Committee. The form can be found at https://acc.dau.mil/CommunityBrowser.aspx?id=708235&lang=en-US.
PCOLS Sign In
Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed the token.
Sign In
Redeem Token
Enter the token in the provided text box and click the button below to redeem a token.
Token:
Redeem Token

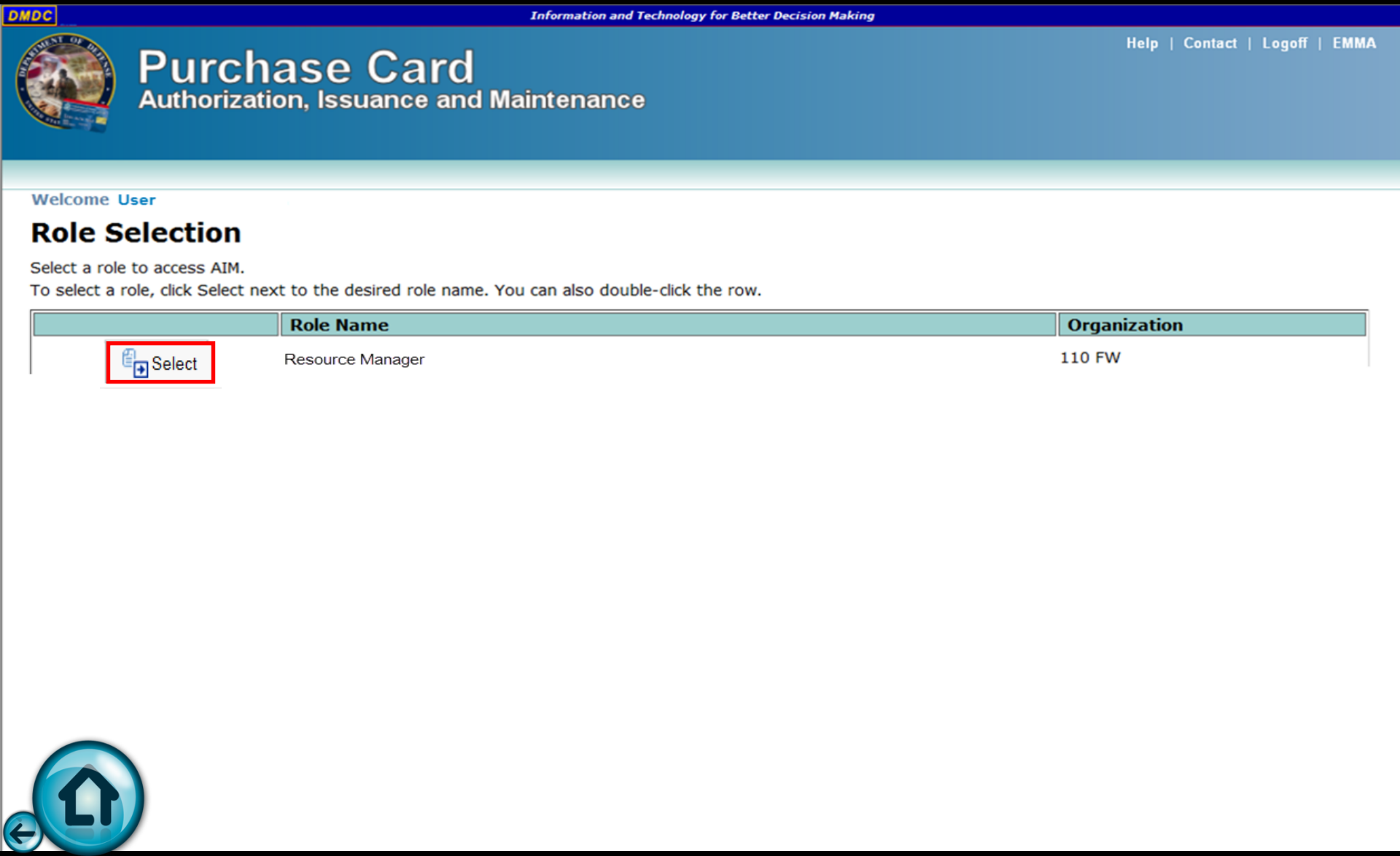
The RM enters their PIN. Click the “OK” button.


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Welcome User
PCOLS Message Board
System Status
When running PCOLS applications using Internet
ntrols.
Scheduled Outages
There are no current notifications.
Application Resources
User Manuals, PCOLS Webinar Schedules, Training
Risk Assessment Dashboard (RAD): The RAD
es to quantify
and report the inherent risk of a DoD organizatio
https://acc.dau.mil/CommunityBrowser.aspx?id=68
To request an enhancement or change to PCOLS, complete the PCOLS Enhancement Request Form and submit via your chain of command for consideration by the PCOLS Operational Requirements Committee. The form can be found at https://acc.dau.mil/CommunityBrowser.aspx?id=708235&lang=en-US.
ActivClient Login
ActivIdentity
ActivClient
Please enter your PIN.
PIN
******
OK
Cancel
PCOLS Sign In
Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed the token.
Sign In
Redeem Token
Enter the token in the provided text box and click the button below to redeem a token.
Token:
Redeem Token

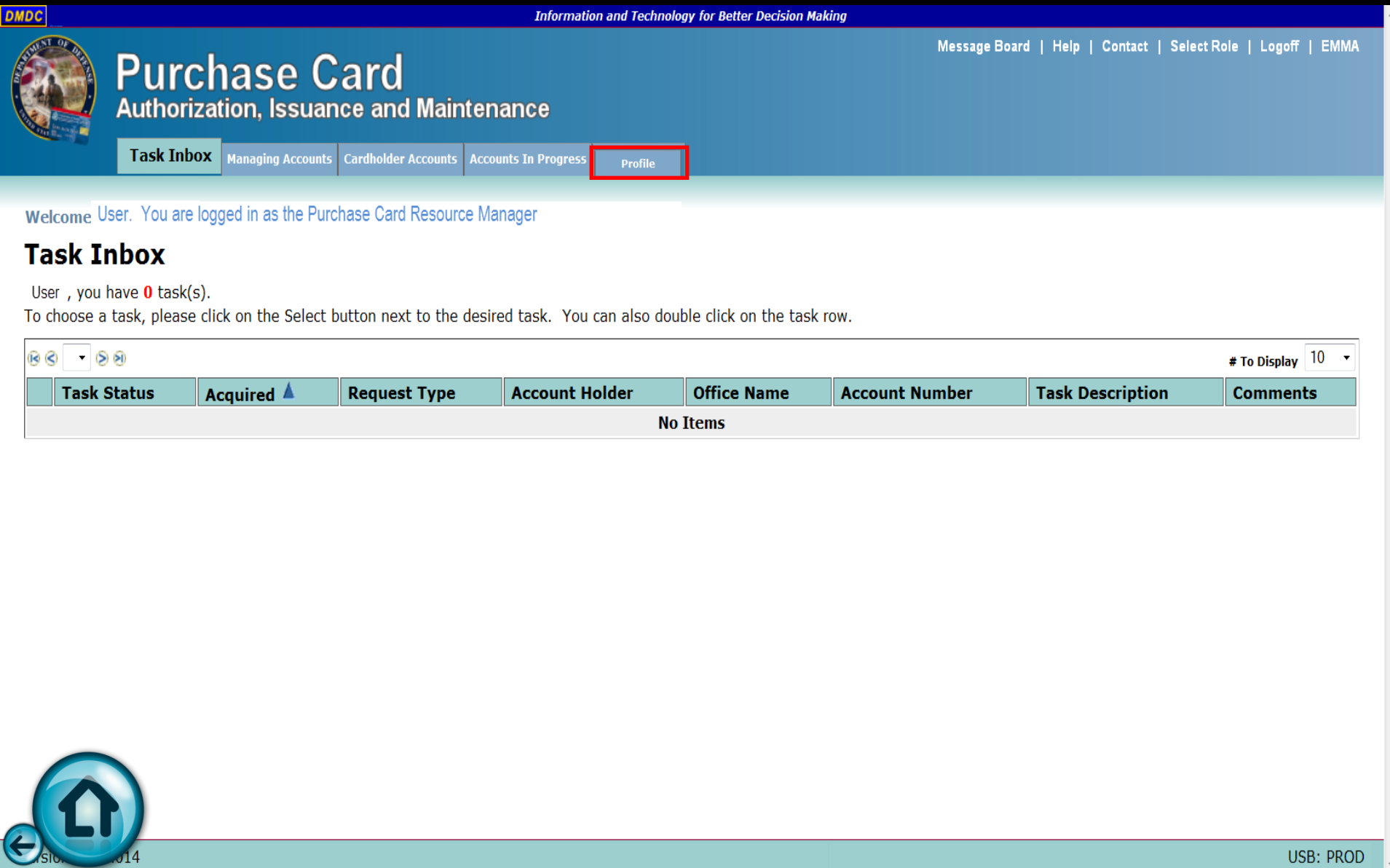
Click on the “Log on” button for Authorization, Issuance & Maintenance (AIM)


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
PCOLS Risk Assessment Dashboard
Log on
Click this button to access the PCOLS Risk Assessment Dashboard.
Data Mining
Log on
Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.
Recent At-Risk Notifications
• No at-risk notifications have been received

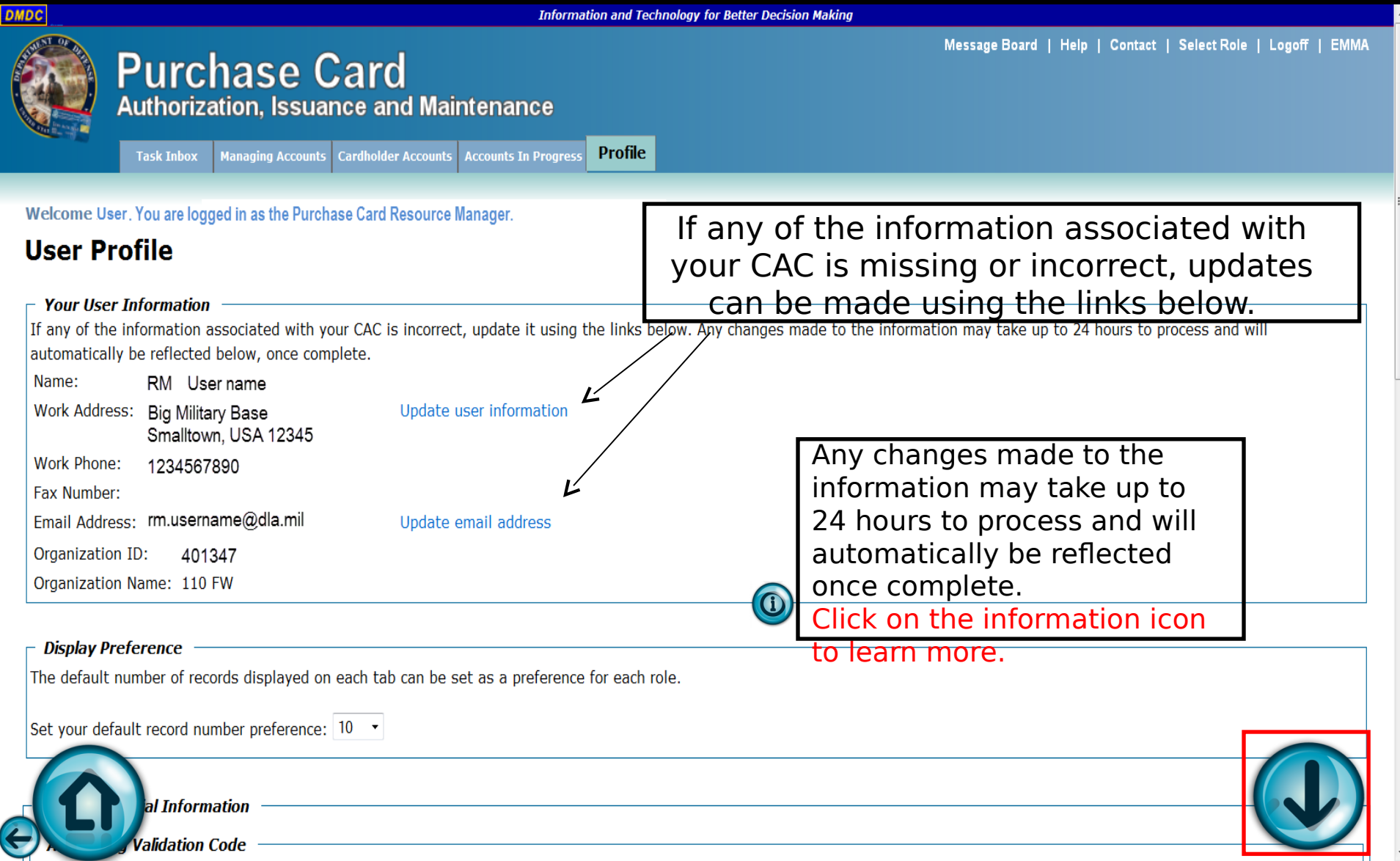
Click the “Select” button for the **Resource Manager** for 110 FW.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Welcome User
Role Selection
Select a role to access AIM.
To select a role, click Select next to the desired role name. You can also double-click the row.
Role Name
Organization
Select
Resource Manager
110 FW

Select the “Profile” tab


DMDC
Information and Technology for Better Decision Making
Message Board | Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User. You are logged in as the Purchase Card Resource Manager
Task Inbox
User , you have 0 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.
To Display 10
Task Status
Acquired
Request Type
Account Holder
Office Name
Account Number
Task Description
Comments
No Items
USB: PROD

Work address, work phone, and email address are required.


DMDC
Information and Technology for Better Decision Making
Message Board | Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User. You are logged in as the Purchase Card Resource Manager.
User Profile
If any of the information associated with your CAC is missing or incorrect, updates can be made using the links below.
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: RM User name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: rm.username@dla.mil
Update email address
Organization ID: 401347
Organization Name: 110 FW
Any changes made to the information may take up to 24 hours to process and will automatically be reflected once complete.
Click on the information icon to learn more.
Display Preference
The default number of records displayed on each tab can be set as a preference for each role.
Set your default record number preference: 10
al Information
Validation Code

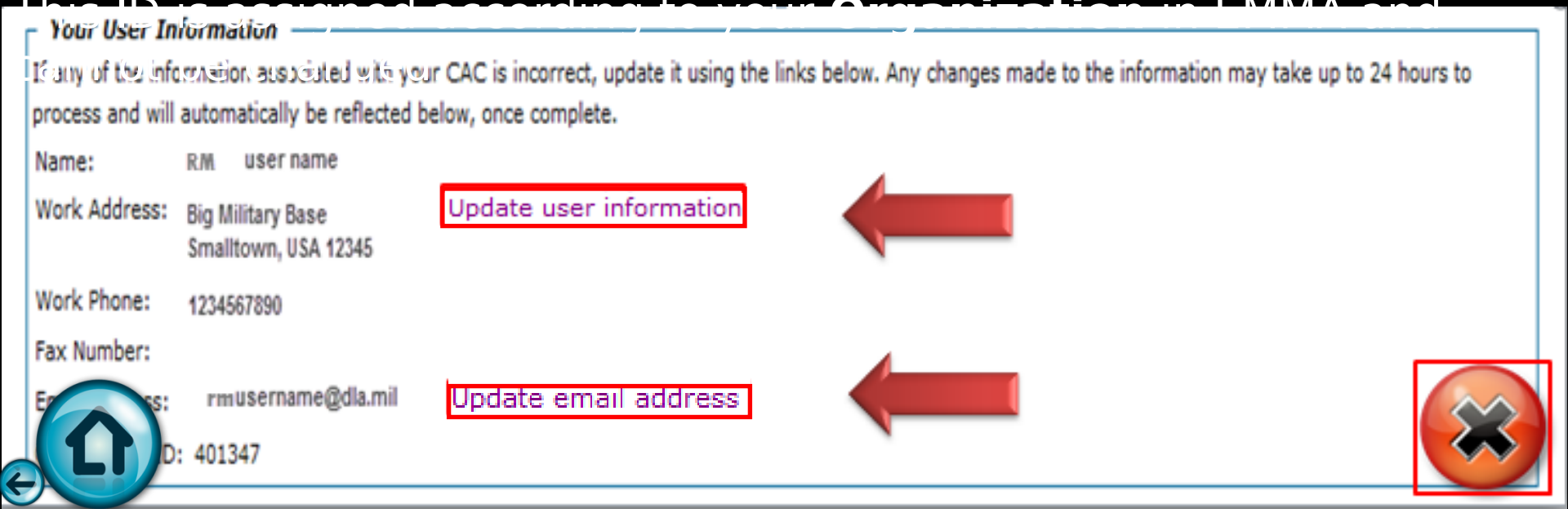
Verify your **User Information**.

If you need to add or update your work address and phone number information, click the “Update” link next to the corresponding field and you will be directed to milConnect to make the update.

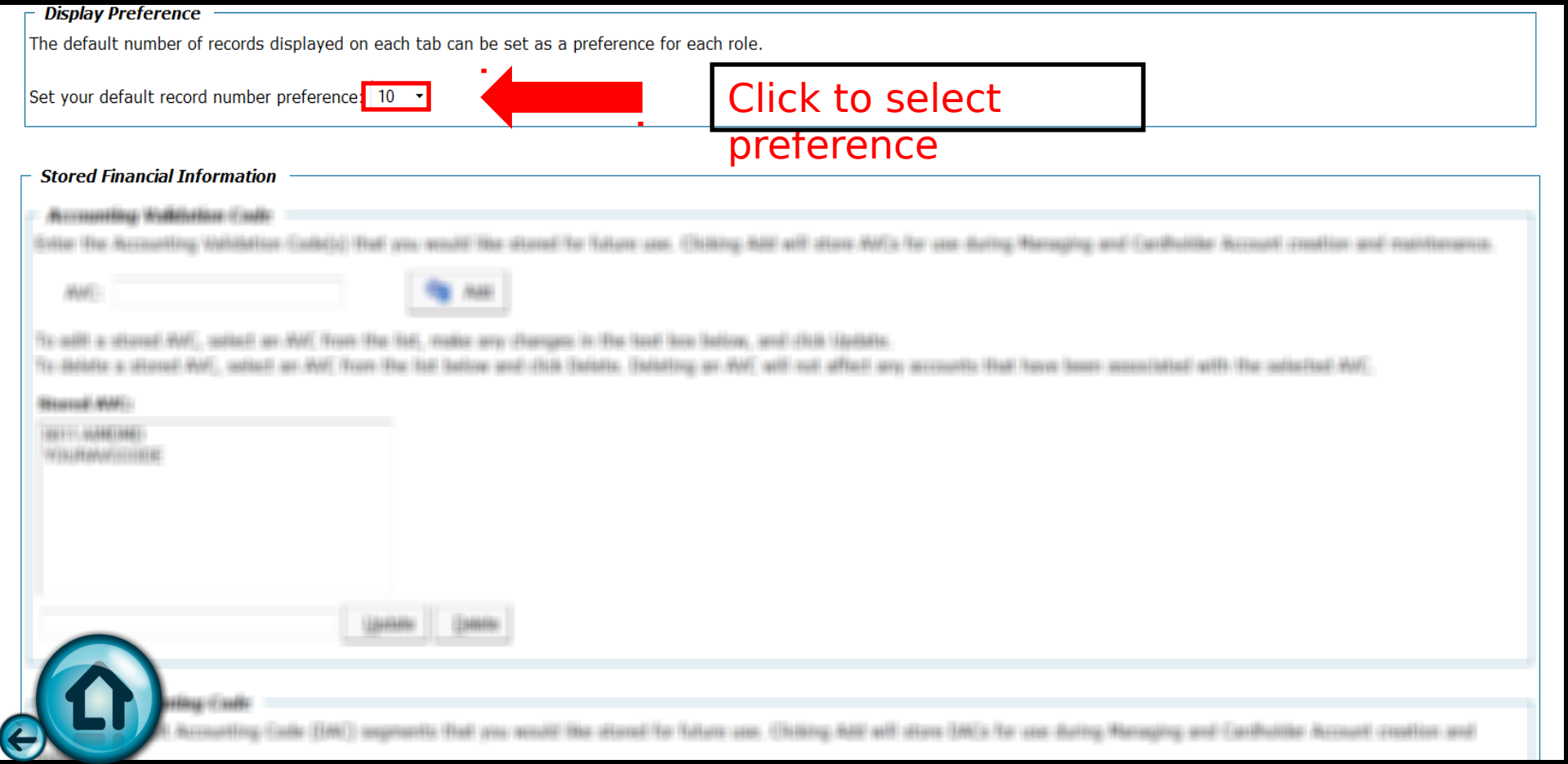
NOTE: If you are both a sponsor and a dependent, you must be logged in as the sponsor to make the updates.

If you need to add or update your email address, click the “Update” link next to the corresponding field and you will be directed to RAPIDS Self Service to update.

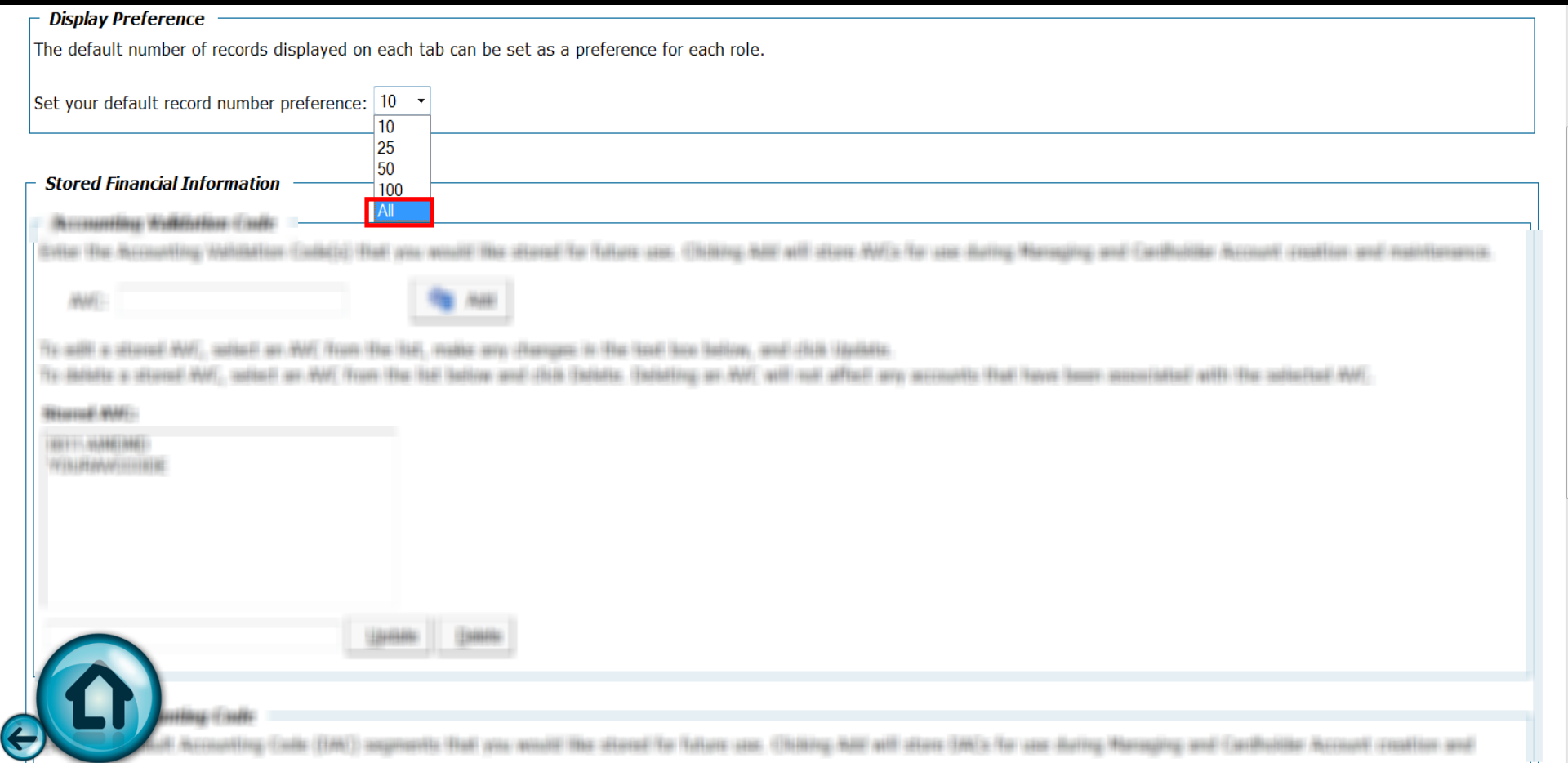
The **User Information** text box also displays your **Organization ID**. This ID is assigned according to your **Organization** in EMMA and


Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: RM user name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
rmusername@dla.mil
Update email address
D: 401347

The **Display Preference** option is available to set a default number of records for future AIM sessions.

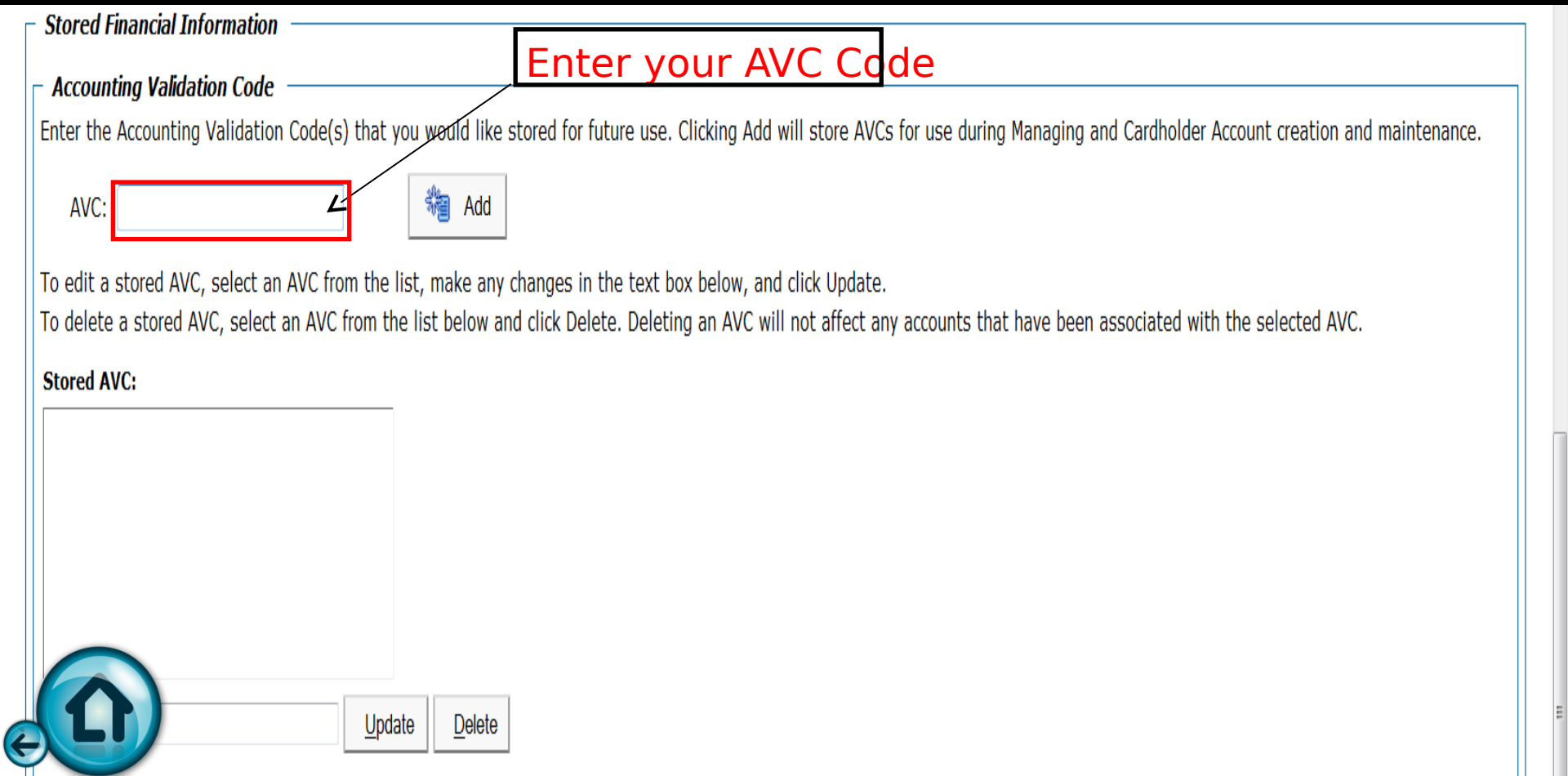

Display Preference
The default number of records displayed on each tab can be set as a preference for each role.
Set your default record number preference: 10
Click to select preference
Stored Financial Information

Click “All” from the drop-down list.



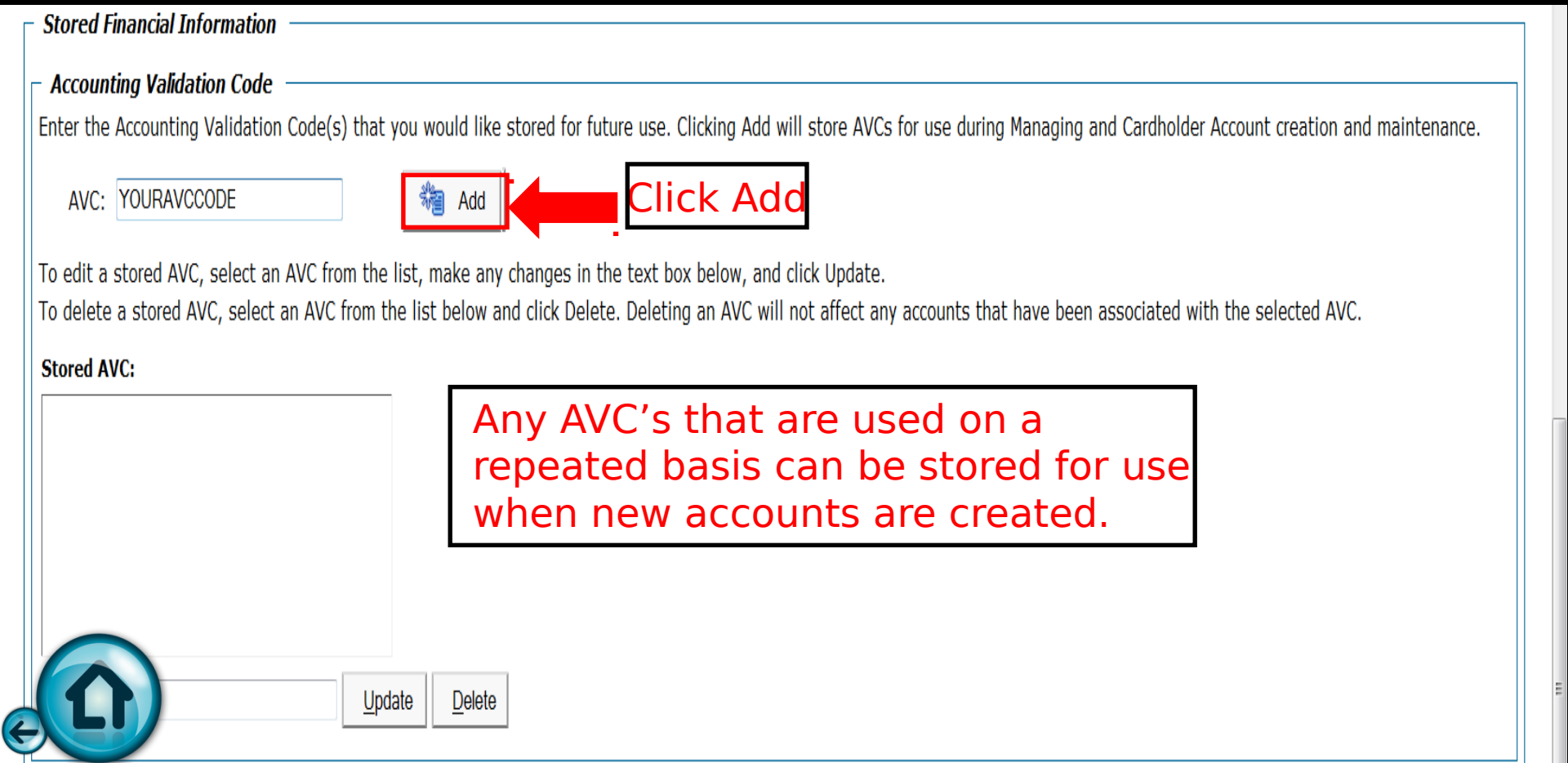
Stored Financial Information

The **Profile** tab also provides RMs with the ability to store certain financial information for use during Managing and Cardholder Account issuance and maintenance.

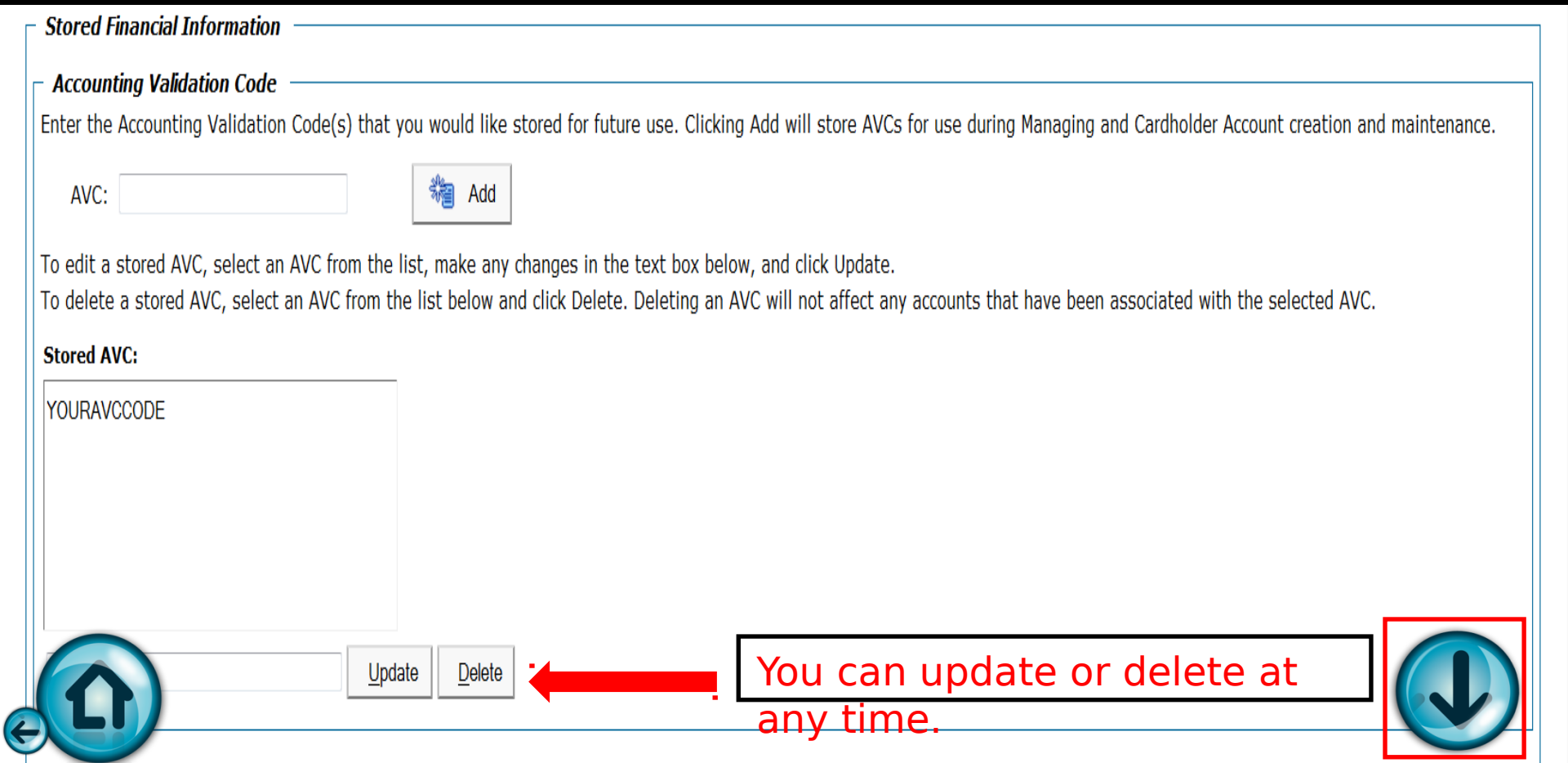

Stored Financial Information
Enter your AVC Code
Accounting Validation Code
Enter the Accounting Validation Code(s) that you would like stored for future use. Clicking Add will store AVCs for use during Managing and Cardholder Account creation and maintenance.
AVC:
Add
To edit a stored AVC, select an AVC from the list, make any changes in the text box below, and click Update.
To delete a stored AVC, select an AVC from the list below and click Delete. Deleting an AVC will not affect any accounts that have been associated with the selected AVC.
Stored AVC:
Update
Delete

Account Validation Codes:

- Entering AVC data in the RM Profile is OPTIONAL. RMs will have the opportunity to enter the AVC when they receive an AIM task for a specific account.

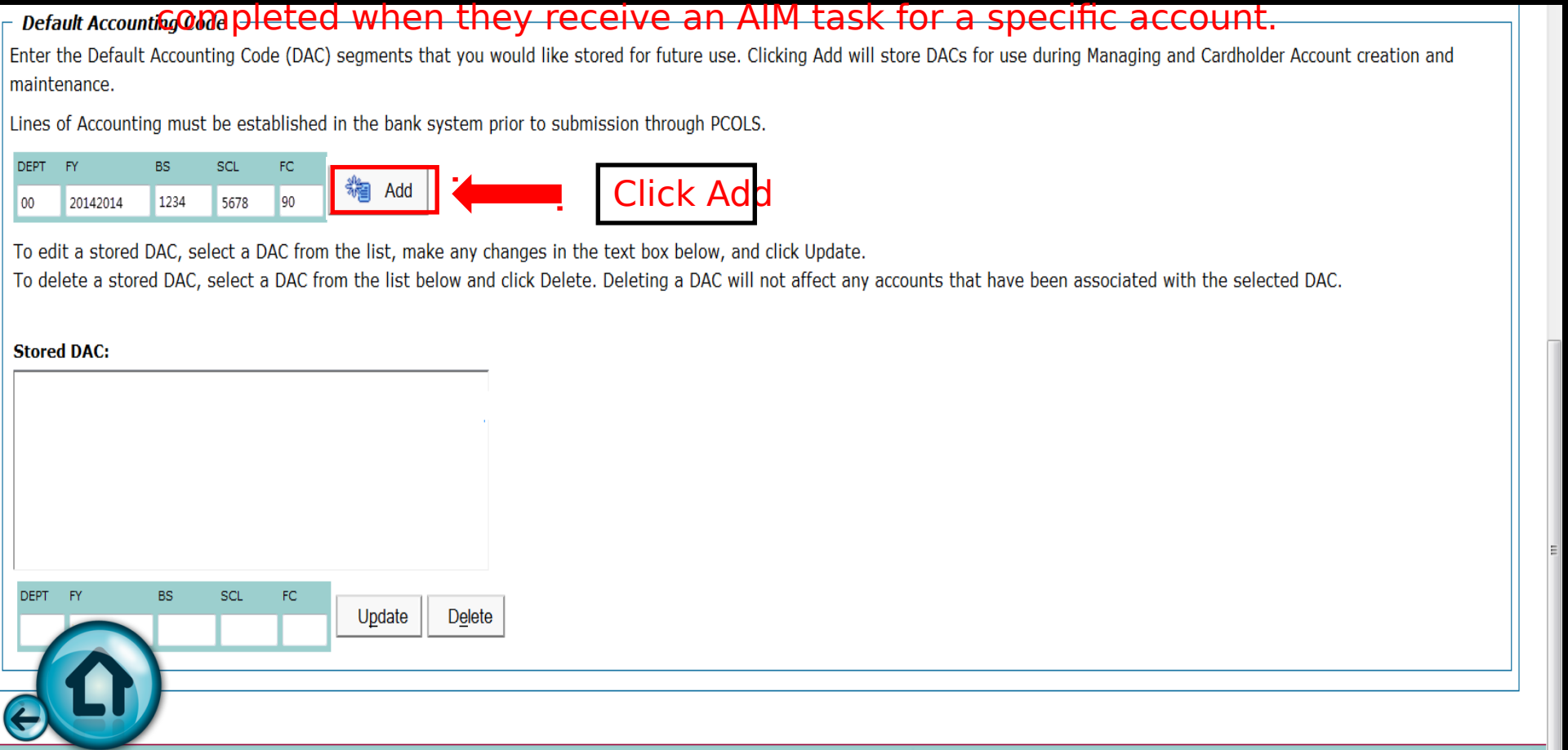

Stored Financial Information
Accounting Validation Code
Enter the Accounting Validation Code(s) that you would like stored for future use. Clicking Add will store AVCs for use during Managing and Cardholder Account creation and maintenance.
AVC: YOURAVCCODE
Add
Click Add
To edit a stored AVC, select an AVC from the list, make any changes in the text box below, and click Update.
To delete a stored AVC, select an AVC from the list below and click Delete. Deleting an AVC will not affect any accounts that have been associated with the selected AVC.
Stored AVC:
Any AVC's that are used on a repeated basis can be stored for use when new accounts are created.
Update
Delete

The AVC has now been stored for later use.

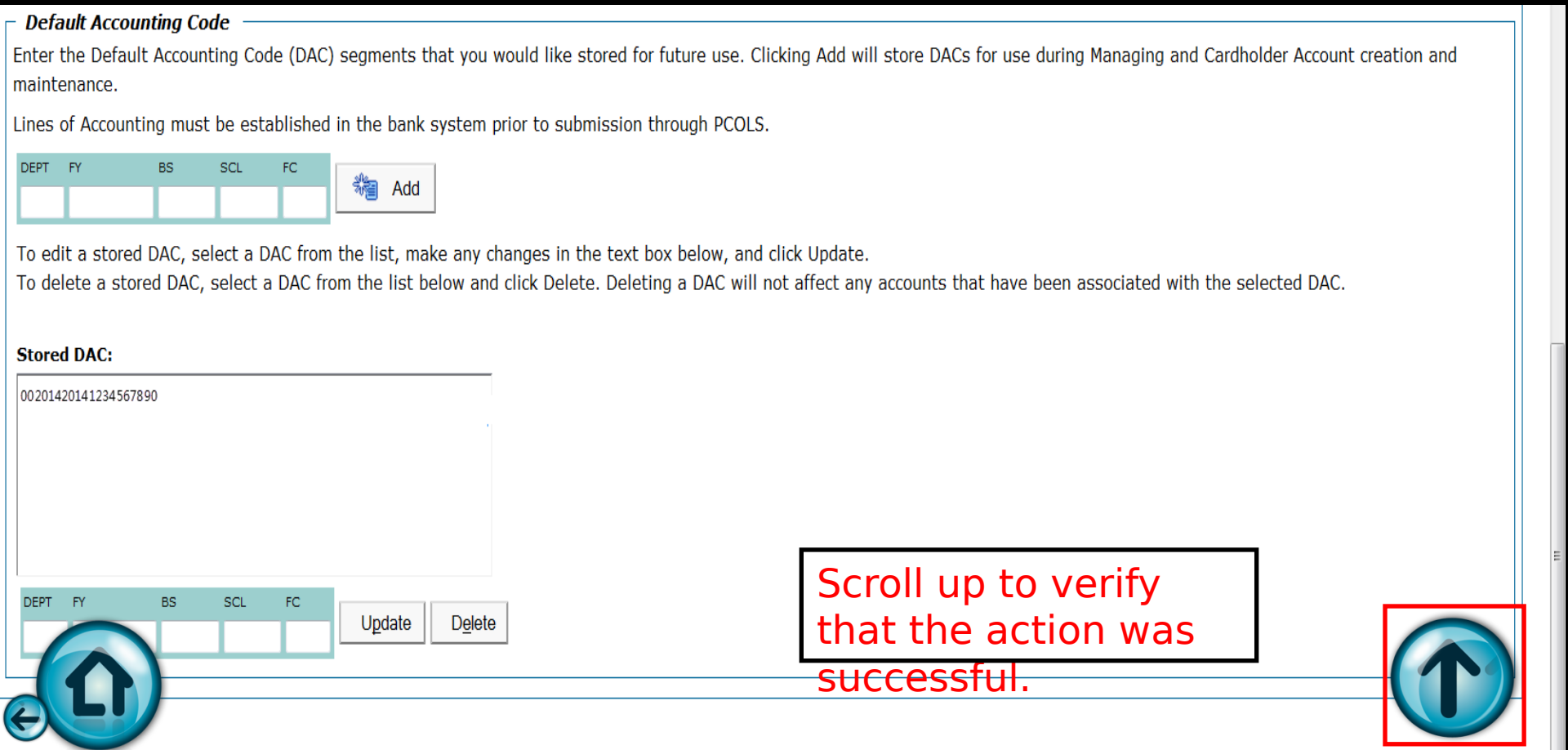

Stored Financial Information
Accounting Validation Code
Enter the Accounting Validation Code(s) that you would like stored for future use. Clicking Add will store AVCs for use during Managing and Cardholder Account creation and maintenance.
AVC:
Add
To edit a stored AVC, select an AVC from the list, make any changes in the text box below, and click Update.
To delete a stored AVC, select an AVC from the list below and click Delete. Deleting an AVC will not affect any accounts that have been associated with the selected AVC.
Stored AVC:
YOURAVCCODE
Update
Delete
You can update or delete at any time.

Default Accounting Codes:

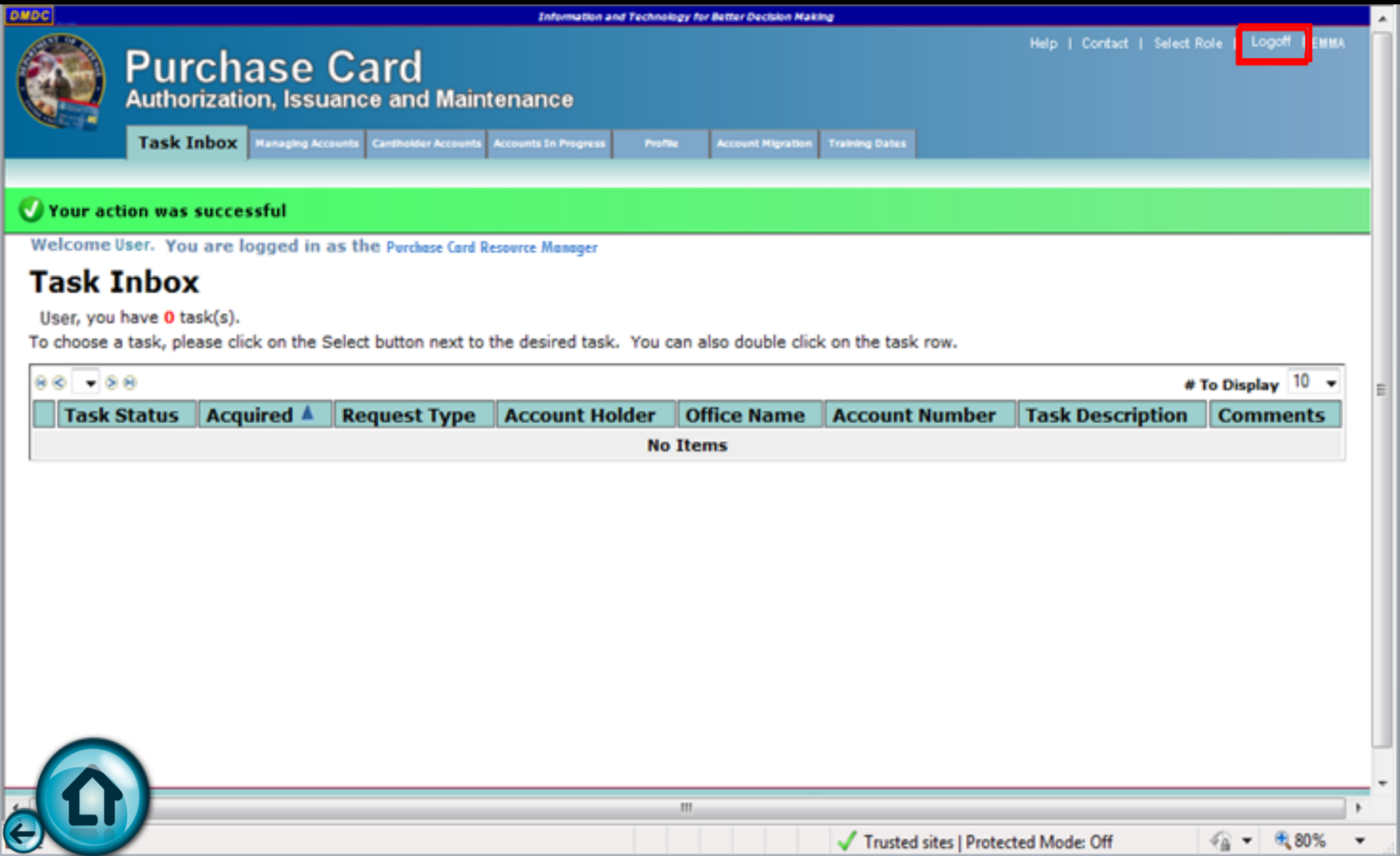
- Fill in the Department, Fiscal year, Basic Symbol Number, Sub head or Limit, and the Fund Code
- Entering DAC data in the RM Profile in OPTIONAL. Not all RMs use standard lines of accounting. For example, RMs associated with financial systems such as GFEBS do not use the segment values listed in their Profile tab. This portion of the financial data entry must be completed when they receive an AIM task for a specific account.


Default Accounting Code
Enter the Default Accounting Code (DAC) segments that you would like stored for future use. Clicking Add will store DACs for use during Managing and Cardholder Account creation and maintenance.
Lines of Accounting must be established in the bank system prior to submission through PCOLS.
DEPT FY BS SCL FC
00 20142014 1234 5678 90
Add
Click Add
To edit a stored DAC, select a DAC from the list, make any changes in the text box below, and click Update.
To delete a stored DAC, select a DAC from the list below and click Delete. Deleting a DAC will not affect any accounts that have been associated with the selected DAC.
Stored DAC:
DEPT FY BS SCL FC
Update
Delete

The DAC has now been stored for later use.

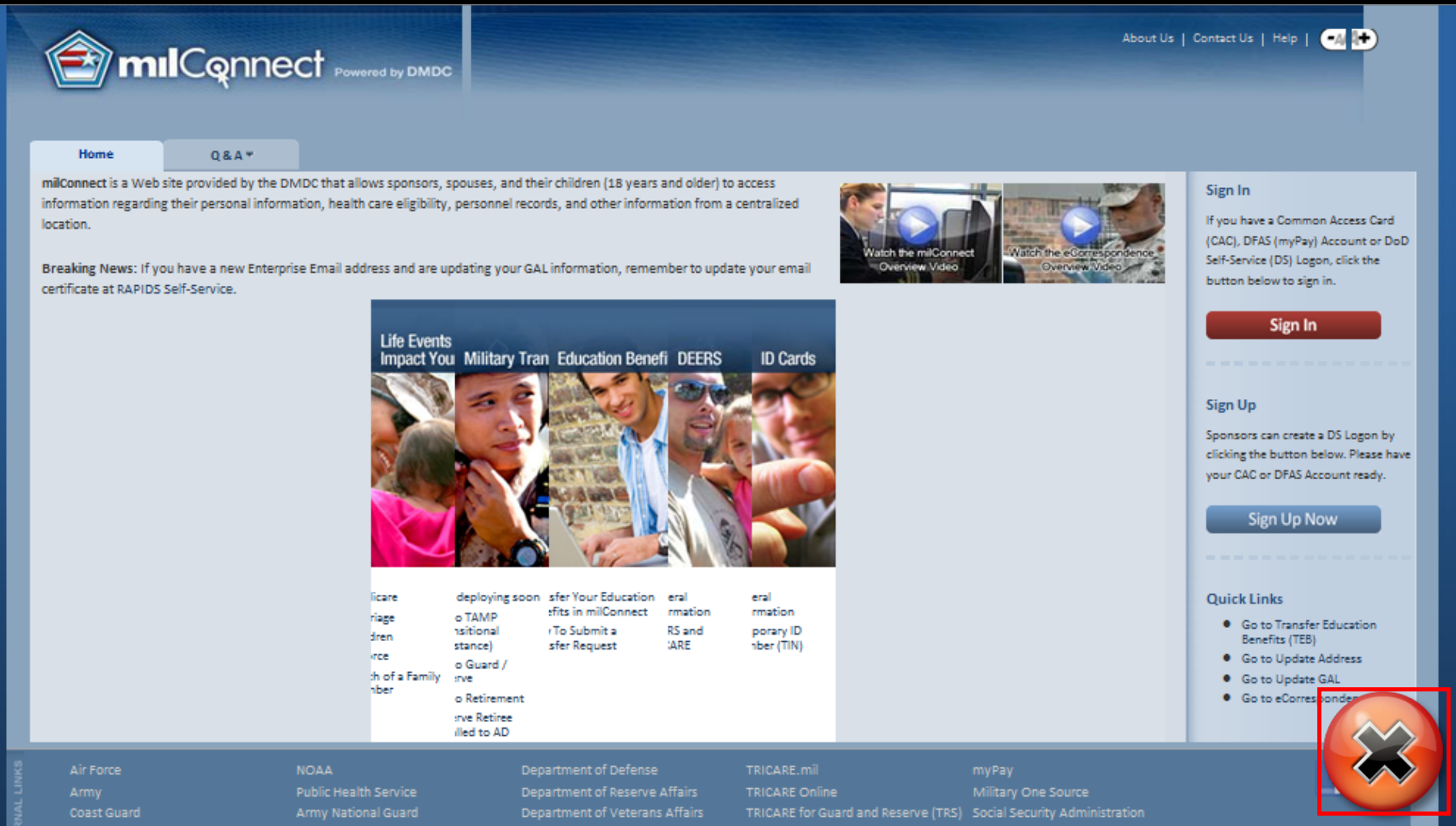

Default Accounting Code
Enter the Default Accounting Code (DAC) segments that you would like stored for future use. Clicking Add will store DACs for use during Managing and Cardholder Account creation and maintenance.
Lines of Accounting must be established in the bank system prior to submission through PCOLS.
DEPT
FY
BS
SCL
FC
Add
To edit a stored DAC, select a DAC from the list, make any changes in the text box below, and click Update.
To delete a stored DAC, select a DAC from the list below and click Delete. Deleting a DAC will not affect any accounts that have been associated with the selected DAC.
Stored DAC:
00201420141234567890
DEPT
FY
BS
SCL
FC
Update
Delete
Scroll up to verify that the action was successful.

Your action was successful. Click the “Logoff” link.



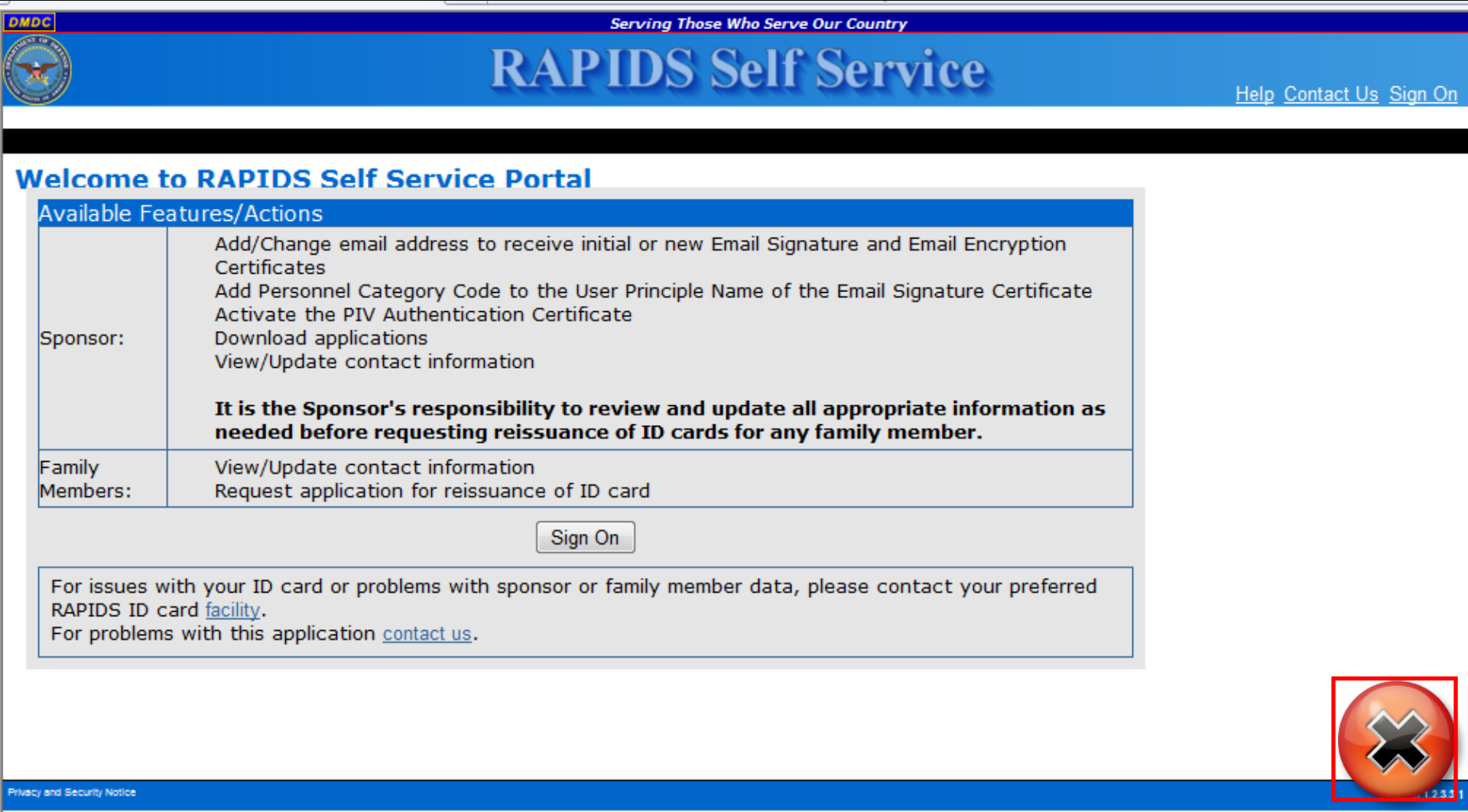
milConnect

http://www.dmdc.osd.mil/milconnect


milConnect
Powered by DMDC
About Us | Contact Us | Help |
Home
Q & A
milConnect is a Web site provided by the DMDC that allows sponsors, spouses, and their children (18 years and older) to access information regarding their personal information, health care eligibility, personnel records, and other information from a centralized location.
Breaking News: If you have a new Enterprise Email address and are updating your GAL information, remember to update your email certificate at RAPIDS Self-Service.
Watch the milConnect Overview Video
Watch the eCorrespondence Overview Video
Life Events Impact You
Military Tran
Education Benefi
DEERS
ID Cards
Sign In
If you have a Common Access Card (CAC), DFAS (myPay) Account or DoD Self-Service (DS) Logon, click the button below to sign in.
Sign In
Sign Up
Sponsors can create a DS Logon by clicking the button below. Please have your CAC or DFAS Account ready.
Sign Up Now
Quick Links
Go to Transfer Education Benefits (TEB)
Go to Update Address
Go to Update GAL
Air Force
Army
Coast Guard
NOAA
Public Health Service
Army National Guard
Department of Defense
Department of Reserve Affairs
Department of Veterans Affairs
TRICARE.mil
TRICARE Online
TRICARE for Guard and Reserve (TRS)
myPay
Military One Source
Social Security Administration

RAPIDS Self Service

http://www.dmdc.osd.mil/self_service/


DMDC
Serving Those Who Serve Our Country
RAPIDS Self Service
Help Contact Us Sign On
Welcome to RAPIDS Self Service Portal
Available Features/Actions
Sponsor:
Add/Change email address to receive initial or new Email Signature and Email Encryption Certificates
Add Personnel Category Code to the User Principle Name of the Email Signature Certificate
Activate the PIV Authentication Certificate
Download applications
View/Update contact information
It is the Sponsor's responsibility to review and update all appropriate information as needed before requesting reissuance of ID cards for any family member.
Family Members:
View/Update contact information
Request application for reissuance of ID card
Sign On
For issues with your ID card or problems with sponsor or family member data, please contact your preferred RAPIDS ID card facility.
For problems with this application contact us.
Privacy and Security Notice

How to Complete an RM Profile in AIM

101

PCOLS

INTERACTIVE TUTORIAL

To exit tutorial press ESC on your keyboard